

New Student Orientation 2013

Orientation Leader Application

Please make sure that you read through the entire packet. It is very important that you follow all of the steps in the application process in order to be considered an applicant for the position of Orientation Leader.

Within this application packet for an Orientation Leader Position, you will find:

- Information on the selection process
- Full position description
- application
- authorization to verify academic and disciplinary standing
- recommendation forms (2) ****At least 1 recommendation should be from a Hendrix College faculty or staff member.****

Selection Process

Materials Due:

- Your application questions, résumé (listing all previous job and leadership positions/involvement), **a printed picture of yourself**, and your two recommendation letters (in signed, sealed envelopes) must be turned in by **4:00 p.m. on Friday, March 15th** to the Student Activities Office on the first floor of the SLTC
- We suggest placing all of your materials in a large, sealed envelope or pocket folder

Group Process:

- All applicants will participate in a group process except for applicants that are studying abroad. If you are studying abroad, please let us know.
- Upon turning in your application packet, sign up for your group process session. The process will be held in the **March 25-30 date range**.
- The group process will entail several sessions that may include a personal interview, a group problem solving session, and a group discussion. Group process usually takes no longer than 1 hour.

Acceptance Letters:

- Acceptance letters will be e-mailed by Wednesday, April 3rd.
- The selected individuals will be required to sign a Letter of Intent. Letters of Intent must be returned by **April 5th**.

Hendrix College
Office of Student Activities
OR 2013 - Orientation Leader
Position Description

Orientation (OR) Leader is a volunteer student-leadership position. The successful candidate for this position will be able to work well with others. The Orientation Leader works directly with other Orientation Leaders, Orientation Peer Leaders, Coordinators of New Student Orientation, and the Director of Student Activities. In addition, the OR leader serves as an extension of the Office of Student Affairs.

Candidates for this position will be expected to maintain a positive, service philosophy and have an appreciation for the legitimate and genuine representation of Hendrix College. Most importantly, the Orientation Leaders will assist in helping new students succeed at Hendrix College by aiding them in understanding and adjusting to their college experience.

The Orientation Leader will have a profound influence on the development of new students at an eager time of learning. Therefore, it is crucial that members selected for this position exert a strong positive influence. ***Any Orientation Leader found to be exhibiting less than a positive, beneficial influence on the new students (including using drugs or alcohol or being under the influence at any time during training or Orientation Week) will be dismissed from this position.***

Specific Responsibilities:

- Serve as the link between Hendrix College and its new students.
- Serve as peer resource advisors to new students in many aspects of college and personal life.
- Act as peers when developing positive social interaction within their Orientation group.
- Serve as role models by participating and encouraging participation of other leaders and new students in all Orientation programs.
- Assist the Orientation Peer Leaders and provide leadership and guidance to the new students while on the Orientation trips.
- Attend and participate in the Spring Retreat: **April 12 – April 13, 2013.**
- Attend and participate in all fall training sessions: **August 17 - 20, 2013** (*move in day will be 8/17*)
- Participate and encourage participation of other leaders and new students in all Orientation Programs: **August 20 - 26, 2013.**
- Assist in the evaluation of all Orientation programs and events.

**We understand that some spring sports athletes may not be able to attend the retreat do to athletic schedules. Please notify the Orientation staff of any issues as soon as they are known.*

Personal Characteristics Helpful for This Position

- Ability to work well with others
- Adaptability and flexibility
- Concern for others
- Dependability
- Enthusiasm
- Friendliness and good social skills
- Great leadership abilities/potential
- Self-confidence and assertiveness
- Strong verbal skills

Criteria for selection will include many factors. Some of these factors include:

- Ability to work with a diverse population of people
- Ability to interact positively with peers and faculty members
- Demonstrated ability to promote a positive influence toward others
- **Good disciplinary/judicial standing**
- **Minimum cumulative G.P.A. of 2.25**

Hendrix College
Office of Student Activities

Orientation Leader Application

Name: _____ Hendrix Box #: _____

Current Residence: _____ Phone #: _____

Current Major: _____ Expected Graduation Year: _____

Permanent Address: _____
Street City State Zip

Submit a resume and picture with this application packet.

On a separate sheet of paper please answer each question to the best of your ability.
Please type your responses.

1. Please explain why you have applied for this position and how you feel you can make a difference as an Orientation Leader.
2. Please list your strengths and skills as they relate to this position.
3. How did your Orientation experience help you as a new student at Hendrix?
4. What methods would you use to keep your group motivated throughout Orientation week?
5. If you could change one part of the Orientation week, what would it be and why?

Authorization to Verify Academic and Disciplinary Standing

All student leadership positions require that applicants maintain certain levels of academic standing. The Orientation Leader position also requires applicants to be in good standing with the College. Please indicate if you permit the Office of Student Affairs to verify that your academic and disciplinary records are in good standing. This form will be used only for the application with which it is enclosed.

I authorize Student Affairs Staff members to verify my academic and disciplinary standing as required for this student leadership position.

Print Name *Hendrix Student ID #*

Student Signature *Date*

Orientation Leader Application

Reference Form

Section I: (to be completed by the applicant)

Applicant's Name: _____
(please print)

Applicant's Expected Graduation Year (circle one): 2014 2015 2016

Applicant's Current Address: _____
 Street or Box # City State Zip

Person Completing Form: _____ Phone #: _____
(please print)

Relationship to Applicant: _____

Waiver of Access

I, the applicant, understand that this reference is considered confidential and I waive my right to access the information provided on this form.

Applicant Signature: _____ Date: _____

Section II: (to be completed by the reference)

Position Description

The Orientation Leader will have a profound influence on the development of new students at an eager time of learning. Therefore, it is crucial that members selected for this position exert a strong positive influence. The candidate will be asked to serve as a role model by participating and encouraging participation of other leaders and new students in all Orientation programs. The candidate will assist the Orientation Peer Leaders by providing leadership and guidance to the new students while on the Orientation trips, serve as the link between Hendrix College and it's new students, and serve as peer resource advisors to new students in many aspects of college and personal life. The applicant will also be expected to serve as a catalyst for positive social interaction within his/her Orientation group and beyond.

1. Keeping the above description of responsibilities in mind, please rank and comment honestly about the candidate's ability to fill this role.

___Excellent ___Above Average ___Average ___Below Average ___No Basis for Evaluation

Comments:

2. Please rank and comment on the candidate's ability to make and follow through on personal and professional commitments and responsibilities.

Excellent Above Average Average Below Average No Basis for Evaluation

Comments:

3. Please rank and comment on the candidate's ability to work individually and collectively with other team members.

Excellent Above Average Average Below Average No Basis for Evaluation

Comments:

4. Please rank and comment on the candidate's ability and willingness to serve as a positive role model for others.

Excellent Above Average Average Below Average No Basis for Evaluation

Comments:

5. Additional Comments:

Signature: _____

Date: _____

Daytime Phone Number: _____

**Please return form to candidate in a sealed, signed envelope OR e-mail form to
orientation@hendrix.edu.**

Orientation Leader Application

Reference Form

Section I: (to be completed by the applicant)

Applicant's Name: _____
(please print)

Applicant's Expected Graduation Year (circle one): 2014 2015 2016

Applicant's Current Address: _____
 Street or Box # City State Zip

Person Completing Form: _____ Phone #: _____
(please print)

Relationship to Applicant: _____

Waiver of Access

I, the applicant, understand that this reference is considered confidential and I waive my right to access the information provided on this form.

Applicant Signature: _____ Date: _____

Section II: (to be completed by the reference)

Position Description

The Orientation Leader will have a profound influence on the development of new students at an eager time of learning. Therefore, it is crucial that members selected for this position exert a strong positive influence. The candidate will be asked to serve as a role model by participating and encouraging participation of other leaders and new students in all Orientation programs. The candidate will assist the Orientation Peer Leaders by providing leadership and guidance to the new students while on the Orientation trips, serve as the link between Hendrix College and it's new students, and serve as peer resource advisors to new students in many aspects of college and personal life. The applicant will also be expected to serve as a catalyst for positive social interaction within his/her Orientation group and beyond.

6. Keeping the above description of responsibilities in mind, please rank and comment honestly about the candidate's ability to fill this role.
____ Excellent ____ Above Average ____ Average ____ Below Average ____ No Basis for Evaluation

Comments:

7. Please rank and comment on the candidate's ability to make and follow through on personal and professional commitments and responsibilities.
___Excellent ___Above Average ___Average ___Below Average ___No Basis for Evaluation

Comments:

8. Please rank and comment on the candidate's ability to work individually and collectively with other team members.
___Excellent ___Above Average ___Average ___Below Average ___No Basis for Evaluation

Comments:

9. Please rank and comment on the candidate's ability and willingness to serve as a positive role model for others.
___Excellent ___Above Average ___Average ___Below Average ___No Basis for Evaluation

Comments:

10. Additional Comments:

Signature: _____

Date: _____

Daytime Phone Number: _____

**Please return form to candidate in a sealed, signed envelope OR e-mail form to
orientation@hendrix.edu.**